

**DRAFT MEETING MINUTES**  
**JANUARY 14, 2005**  
**EMPLOYMENT LAW ADVISORY COMMITTEE**

Attendees:

1. Employment Law Advisory Committee Members: Rich Anderson (Sakuma Bros.) Kris Tefft (AWB) Clif Finch (WFI) Carolyn Logue (NFIB) Rebecca Saldana (SEIU) Mitch Seaman (WSBCTC) Jeff Johnson (WSLC) and Joseph Crump (UFCW)
2. L & I Staff: Rich Ervin, Mike Ratko, Janis Kerns, Carlena Anderson, Patricia Kennish, and Josh Swanson
3. Other Participants: Mark Johnson, Montie Barringer, Dick Springer, Chris Hummel, Dan Fazio, Dave O'Meara, and Amy Evans

Agenda Item	Discussion	Action	Due Date
Opening Remarks Introductions	<p>Mike Ratko opened the meeting and stated this was the first official meeting of ELAC. Introductions were made around the table and audience members. The member list was passed around for them to check for accuracy in phone numbers, and to complete it if information was lacking. Meeting sign in sheet was passed around, including general audience attendees.</p> <p>Rich Ervin, Program Manager for Employment Standards, welcomed the committee and thanked them for their participation. Rich made comments regarding ELAC function and history of previous L&amp;I workgroup known as the Industrial Welfare Committee from 1941 to 1983 when it was abolished by the legislature and its duties assigned to the Director of L&amp;I. Rich gave overview of accomplishments made during the past years by L&amp;I and the Employment Standard Program.</p> <p>Rich outlined the stakeholder expectations. ELAC is an advisory committee that will</p>		

	allow members to pass on the information from these meetings to their constituents and allow them to send comments back to L&I. The group will be provided the plans and policies of this program and work through them with L&I in an advisory capacity.		
Planning of Committee	<p>Mike Ratko moved to second agenda item of Planning of Committee as to how the committee should work; members made the following suggestions and it was agreed that:</p> <ul style="list-style-type: none"> <li>• Meetings should be quarterly</li> <li>• Agenda for next meeting should be sent out within one month of last meeting with notes of the meeting and attachments for review at next meeting. This is to allow time for ELAC members to inform their membership.</li> <li>• Carlena Anderson is L&amp;I contact – all comments, questions are to go through her and she will route them to the appropriate staff person</li> <li>• Documents should be sent out electronically as well as by mail</li> <li>• Develop a user friendly method for getting information <ul style="list-style-type: none"> <li>○ The department agreed to look into the possibility of a “chat room” just for ELAC members</li> <li>○ Cover sheet on</li> </ul> </li> </ul>	<p>Next meeting</p> <p>Draft agenda sent</p> <p>Information</p> <p>Sent electronically</p> <p>Rich/Janis</p>	<p>5-18-05</p> <p>2-18-05</p> <p>2-18-05</p> <p>5-18-05</p> <p>On-going</p>

	<p>each document with hyperlinks inserted for easy reference and giving the meaning and what it is intended to do, and the expected results</p> <ul style="list-style-type: none"> <li>○ When referencing WACs or RCWs for proposed additions, deletions, amendments, put the appropriate law cite with the document.</li> </ul> <ul style="list-style-type: none"> <li>• Dates of future ELAC meetings need to be locked in as soon as possible</li> <li>• Members agreed the public should be able to make comments and to save time in each agenda item for their comments. <ul style="list-style-type: none"> <li>○ Members agreed the comment time should be limited to five minutes and if they feel more time is needed they could vote to expand public comment time.</li> </ul> </li> </ul> <p>It was suggested that if audience members who are associated with the ELAC members, they could take their questions and concerns to the ELAC representative who can bring it up to the full committee.</p>	<p>For 2005: 5-18-05 in Tukwila; 9am-4pm. 7-29-05 in Tumwater; 9am-4pm 10-26-05 in Ellensburg TBD</p> <p>Information</p> <p>Information</p>	<p>2-18-05</p> <p>2-18-05</p>
<b>Payroll deduction</b>	Payroll deduction WAC 296-126-025 is being revised by the	Summary attached	

<b>WAC</b>	<p>department. Discussion followed—see attached discussion summary. Members were informed the department will go forward with this WAC and the members need to provide any further comments in writing to Carlena within 30 days of this meeting, or February 15, 2005.</p> <p>The question was asked about the timeframe for this rule hearing; Mike and Rich responded that no definite hearing dates were scheduled yet but that L&amp;I will inform members when dates are scheduled.</p>		
<b>Request Legislation-Minor work permit fee</b>	<p>Discussion on L&amp;I request legislation for fee for obtaining minor work permits. See attached discussion summary.</p>	Summary attached	
<b>Next meeting</b>	<p>The next ELAC meeting will be held in Tukwila on May 18, 2005 from 9:00 a.m. to 4:00 p.m.</p>		